

# Quantity Purchase Agreement With The State Of Indiana

Qty Purchase Agreement QPA Number	000000000000000000009768	Page	1 of 5
Requisition Nbr.:	RFP 5-34		
Effective Date:	02/02/2005		
Expiration Date:	02/01/2007		
Agency Number:			
Facility:	ALL STATE AGENCY		
Vendor Federal ID:	381879384		
Vendor Telephone Nbr:	260/459-1718--		
Name Of Contact Pers:	SANDRA L KORTENBER		
FAX Number:	260/459-1799--		

Vendor NOVUS PAPER & PACKAGING  
Remit to: 2415 WEST MAIN STREET  
FORT WAYNE IN 46808

Name and NOVUS PAPER & PACKAGING  
Address Cntct: SANDRA L KORTENBER  
of Vendor: 2415 WEST MAIN STREET  
FORT WAYNE IN 46808

In accordance with your bid, submitted in response to the above referenced solicitation, the Vendor agrees that the Indiana Department of Administration, Procurement Division, has the option to purchase the items listed below under the terms of this agreement. The Vendor agrees to charge these prices for any products ordered on any QPA release received after the expiration of the QPA but issued prior to the expiration date. The quantity listed herein is an estimate of the requirements. The state may order substantially more or substantially less pursuant to the terms of this agreement. **Orders are to be delivered only upon receipt of properly approved Quantity Purchase Award Release.**

Line Number	Quantity	UNIT	Article and Description	Unit Price
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This is an award of a Quantity Purchase Agreement for Paper Stock for All State Agencies.

QPA can be mutually renewed yearly for three additional years.

The vendor agrees to charge these prices for any products ordered on any QPA release received after the expiration date, but issued prior to the expiration date, and postmarked no later than 14 business days after the QPA's expiration date.

Quantities are estimates and could be more or less and could be shipped to any State Agency within the State of Indiana

The awarded vendor must maintain, at a minimum, the following information and be capable of supplying a report within one week of a request by the State:

1. Quantity and Type of Products, including any options, purchased by any State Agency and/or Political Subdivision, separated by each.
2. Total Dollar value of purchases made, separated by State Agency and/or Political Subdivision.

Vendor must be able to allow Mutiple Delivery on one QPA Purchase Order.

QPA # 9799 & 9828 with Office Depot and Office Max can be used by All State Agencies.

QPA# 9767 with Millcraft Paper can be used by agencies within the following counties

Sullivan, Vigo, Clay, Putnam, Lawrence, Monroe, Morgan, Hendricks, Boone, Hamilton, Madison, Delaware, Hancock, Shelby, Johnson, and Marion.

QPA# 9768 with Novus Paper and Packaging can be used by agencies within the following counties:

Lake, Porter, LaPorte, St. Joseph, Elkhart, La Grange, Steuben, Jasper, Starke, Marshall, Pulaski, Fulton, Kosciusko, Marion Noble, Dekalb, Whitley, Allen, Cass, Miami, Wabash, Huntington, Wells, Adams, Howard, Grant, Blackford, Jay, Tipton, Madison, Delaware, Randolph, Henry, Wayne.

PLEASE READ CAREFULLY, AS THERE ARE TWO OPTIONS THAT AN AGENCY WITHIN THE GOVERNMENT COMPLEX HAS TO CHOOSE FROM WHEN PLACING ORDERS FOR PAPER. (Definitions are below) AGENCIES LOCATED IN ANY BUILDING FACING OR WITHIN THE BOUNDARIES OF, CAPITOL AVENUE, WASHINGTON STREET, WEST STREET, AND OHIO STREET ARE CONSIDERED WITHIN THE GOVERNMENT COMPLEX.

Central Printing will place all orders for paper. The following instructions need to followed:

- Orders will be placed via PeopleSoft e-Procurement to the QPA vendor (DO NOT SELECT YOUR VENDOR AT THE REQUISITION LEVEL THROUGH EDIT DEFAULTS, THE VENDOR WILL DEFAULT IN AT REQUISITION EXPEDITOR.)
- Select the Ship to of 061CENT
- Expedite the order to PO
- Select the standard comment of IGC Paper Delivery under Shipping Comments and place it in the header comments of your PO. Your copy service # must be listed in this comment.
- Order quantity cannot be smaller than one (1) case. No ream orders will be accepted
- Print Purchase Order and route to Central Printing. Purchase Orders can be faxed to

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Line Number	Quantity	UNIT	Article and Description	Unit Price
233-5978.			<ul style="list-style-type: none"> <li>• Delivery will generally be made within 1-3 business days from receipt of requisition</li> <li>• Delivery will be to the office suite not individual offices</li> <li>• Agency will be ID billed by IDOA a 10% service/delivery fee based on the amount of the PO if you need Central Printing to deliver.</li> </ul> <p>SPECIAL NOTE: Agencies can pick up your order at Central Printing and avoid the 10% service/delivery fee.</p>	

If an agency in the Government Center orders paper by the skid, the process is the same as above but there will be no delivery and no service fee as the agency will be responsible for relocating the skid to their location from the east dock. Central Printing will notify the requestor when the order has arrived and is ready for pick up.

If recycled paper is not available, an order may be filled with virgin paper.

Order process for paper not included in the market basket (i.e. colored paper, odd size, etc) and thus not listed on the QPA is the same as the above with the exception that:

- Orders will be placed via PeopleSoft Special Request
- Orders for a ream will be accepted, if available.

If you need assistance choosing colored or specialty paper contact the IDOA Print Shop for guidance.

**AGENCIES LOCATED OUTSIDE THE GOVERNMENT COMPLEX ARE TO ORDER DIRECT FROM THE QPA VENDOR WHO HOLDS THEIR AREA'S QPA.**

Orders for market basket items from agencies located outside the Indiana Government Center will be placed like any normal QPA order.

All orders are to be made via PeopleSoft e-Procurement  
Access the QPA vendor(s) identified for the county in which the office is located  
If more than one vendor is available for a county, determine the vendor with lowest price and most favorable delivery timeframe and select your item  
Once lowest responsible/responsive bidder is determined, order using PeopleSoft in the same manner as any other PeopleSoft order.  
Remember that recycled paper is to be purchased unless it is not available  
If the order is within the agency streamline authority, you may fax the order to the vendor. (Fax numbers are listed below)

Order process for specialty paper and paper outside the market basket (i.e. colored paper, odd size, etc) is as follows:

- Send an e-mail bid request to the appropriate QPA vendor(s) (those that service your county) as listed below detailing your requested items. (Make sure you list in your requested the date and time the response is needed by)
- Determine lowest responsive and responsible vendor and place order via PeopleSoft Special Request
- Orders per ream will be accepted, if available.
- If you order is within your streamline authority, you may fax the order to the vendor. (Fax numbers are listed below)
- A copy of all quotes must be attached to the QPAR for record keeping.

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Line Number	Quantity	UNIT	Article and Description	Unit Price
2	99,999,999.00	T3 000000000100014674	Paper,90#,Blue Index,8.5 x 11,Recycled	16.0700
3	99,999,999.00	T3 000000000100014675	Paper,90#,Green Index,8.5 x 11,Recycled	16.0700
4	99,999,999.00	T3 000000000100014676	Paper,90#,Canary Index,8.5 x 11,Recycled	16.0700
5	99,999,999.00	T3 000000000100014677	Paper,90#,Buff Index,8.5 x 11,Recycled	16.0700
6	99,999,999.00	T3 000000000100014678	Paper,90#,Ivory Index,8.5 x 11,Recycled	16.0700
7	99,999,999.00	T3 000000000100014680	Paper,90#,Salmon Index,8.5 x 11,Recycled	16.0700
8	99,999,999.00	T3 000000000100014681	Paper,90#,Gray Index,8.5 x 11,Recycled	16.0700
9	99,999,999.00	T3 000000000100014682	Paper,90#,Cherry Index,8.5 x 11,Recycled	16.0700
10	99,999,999.00	T3 000000000100014684	Paper,90#,White Index,11 x 17,Recycled	30.5600
11	99,999,999.00	T3 000000000100014695	Paper,110#,White Index,8.5 x 11,Recycled	18.3800
12	99,999,999.00	T3 000000000100014696	Paper,110#,Blue Index,8.5 x 11,Recycled	19.2000
13	99,999,999.00	T3 000000000100014697	Paper,110#,Green Index,8.5 x 11,Recycled	19.2000
14	99,999,999.00	T3 000000000100014698	Paper,110#,Canary Index,8.5 x 11,Recycled	19.2000
15	99,999,999.00	T3 000000000100014699	Paper,110#,Buff Index,8.5 x 11,Recycled	19.2000
16	99,999,999.00	T3 000000000100014700	Paper,110#,Ivory Index, 8.5 x 11,Recycled	19.2000
17	99,999,999.00	T3 000000000100014702	Paper,110#,Salmon Index,8.5 x 11,Recycled	19.2000
18	99,999,999.00	T3 000000000100014703	Paper,110#,Gray Index,8.5 x 11,Recycled	19.2000
19	99,999,999.00	T3 000000000100014704	Paper,110#,Cherry Index,8.5 x 11,Recycled	19.2000
20	99,999,999.00	T3 000000000100023106	Paper,110#,White Index,11x 17,Recycled	36.8000
21	99,999,999.00	T3 000000000100022113	Paper,20#,Recycled,Buff,11x17	12.8000
22	99,999,999.00	T3 000000000100012807	Paper,20#,Recycled,Tan,8-1/2x11	6.2000
23	99,999,999.00	T3 000000000100012809	Paper,20#,Recycled,Cherry,8-1/2x11	6.2000
24	99,999,999.00	T3 000000000100022102	Paper,20#,Recycled,Ivory,11x17	12.8000
25	99,999,999.00	T3 000000000100022109	Paper,20#,Recycled,White,8-1/2x11	5.5800
26	99,999,999.00	T3 000000000100022110	Paper,20#,Recycled,White,8-1/2x14	7.9000
27	99,999,999.00	T3 000000000100022111	Paper,20#,Recycled,White,8-1/2x11,3-Hole	6.0000
28	99,999,999.00	T3 000000000100022112	Paper,20#,Recycled,Buff,8-1/2x11	6.2000
29	99,999,999.00	T3 000000000100022119	Paper,20#,Recycled,Blue,8-1/2x11	6.2000

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30	99,999,999.00	T3	000000000100022130 Paper,20#,Recycled,Ivory,8-1/2x11	6.2000
31	99,999,999.00	T3	000000000100022132 Paper,20#,Recycled,Gray,8-1/2x11	6.2000
32	99,999,999.00	T3	000000000100022140 Paper,20#,Recycled,Canary,8-1/2x11	6.2000
33	99,999,999.00	T3	000000000100022150 Paper,20#,Recycled,Green,8-1/2x11	6.2000
34	99,999,999.00	T3	000000000100022151 Paper,20#,Recycled,Pink,8-1/2x11	6.2000
35	99,999,999.00	T3	000000000100022152 Paper,20#,Recycled,Salmon,8-1/2x11	6.2000
36	99,999,999.00	T3	000000000100022154 Paper,20#,Recycled,Blue,11x17	12.8000
37	99,999,999.00	T3	000000000100022156 Paper,20#,Recycled,Canary,11x17	12.8000
38	99,999,999.00	T3	000000000100022157 Paper,20#,Recycled,Green,11x17	12.8000
39	99,999,999.00	T3	000000000100022158 Paper,20#,Recycled,Pink,11x17	12.8000
40	99,999,999.00	T3	000000000100023042 Paper,20#,Recycled,White,11x17	12.2000
41	99,999,999.00	T3	000000000100012812 Paper,20#,Recycled,Orchid,8-1/2x11	6.2000
42	99,999,999.00	T3	000000000100012817 Paper,20#,Recycled,Tan,11x17	12.8000
43	99,999,999.00	T3	000000000100012818 Paper,20#,Recycled,Gray,11x17	12.8000
44	99,999,999.00	T3	000000000100012819 Paper,20#,Recycled,Cherry,11x17	12.8000
45	99,999,999.00	T3	000000000100012822 Paper,20#,Recycled,Orchid,11x17	12.8000
46	99,999,999.00	T3	000000000100012824 Paper,20#,Recycled,Salmon,11x17	12.8000
47	99,999,999.00	T3	000000000100012825 Paper,Crbls,8-1/2x11,3-Part Straight	10.1700
48	99,999,999.00	T3	000000000100012826 Paper,Crbls,8-1/2x11,4-Part Straight	10.8800
49	99,999,999.00	T3	000000000100012635 Paper,Crbls,8-1/2x11,2-Part Reverse&Straight	9.0000
50	99,999,999.00	T3	000000000100012641 Paper,Crbls,8-1/2x11,3-Part Reverse	10.1700
51	99,999,999.00	T3	000000000100012647 Paper,Crbls,8-1/2x11,4-Part Reverse	10.8800

The following UN/CEFACT Unit of Measure  
Common Codes are used in this document:  
T3 Thousand

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Signature of Purchasing Officer	Typed Name		Signature Of Approval Office Of the State Attorney General	
	Date Signed		Typed Name	Date Signed
Authorized Signature	Indiana Department Of Administration Procurement Division 402 West Washington Street, Rm W468 Indianapolis, Indiana 46204 Telephone: (317) 232-3053			